

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Public Health Service

Indian Health Service

Rockville, Maryland

Refer to: OAM

INDIAN HEALTH SERVICE CIRCULAR NO. 93-5

CHARTER
TECHNICAL ADVISORY GROUP
INDIAN HEALTH SERVICE

Sec.

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1. Purpose. The Technical Advisory Group (TAG) provides leadership to the Indian Health Service (IHS) Headquarters support staff so they can carry out the IAS mission.
2. Goals. TAG was established in order to:
 - A. Ensure quality performance by all support staff by providing leadership to the training and development programs.
 - B. Serve as advocates for support staff needs and opportunities.
 - c. Provide a professional interface between management and support staff.
 - D. Motivate the support staff to reach their highest possible level of performance.
 - E. Develop materials as references and guidelines to improve the quality of support staff products.
3. Membership. The TAG is chaired by the secretary to the Director, IHS, and is composed of the secretaries to each Associate Director. When a designated secretary is unable to represent the office, an alternate may be appointed by the Associate Director.

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- 4, FIRST CLASS. FIRST CLASS is the identifier and logo for training' for IHS support staff that is sponsored by the TAG. The TAG has developed and has proprietary use of the FIRST CLASS identifier.

5. Relationships.

- A. To the Executive Staff:

The relationship between the TAG and the Executive Staff is critical' to the successful achievement of their goals. The effectiveness of TAG is dependent upon the support of the Executive Staff in promoting TAG programs with the Division Directors and the support staff within their offices. Primary communication is between the Director of Headquarters Operations and the TAG chairperson. Equally important communication occurs between each Associate Director and his/her lead secretary.

- B. To the Office of Human Resources:

The Training Branch within the Office of Human Resources is responsible for carrying out the training and development programs for the TAG. The Branch Chief is an ex-officio member of the TAG and meets at least twice a year with the full group-to review the upcoming fiscal year training offerings and to evaluate the programs in progress.

- C. To the Executive Secretariat:

The Director, Executive Secretariat (ES), is an ex officio member of the TAG and shall meet with the TAG group at least twice a year to maintain a liaison relationship with the TAG, and to present updated correspondence information and materials. The Director, ES, will work closely with the TAG chairperson and will be available to address issues or concerns brought before the TAG.

6. Meetings. The TAG meets twice each month or at the call of the chairperson during regular work hours. They also conduct a 2-day retreat in the fall of each year to assess their progress and establish their objectives for the upcoming year.
7. Reports. The TAG will meet annually with the Director of Headquarters Operations and the Associate Directors to report on progress toward objectives and activities. Feedback from this meeting will be incorporated into the planning for the following year.

(08/27/93)

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8. Funding. The TAG activities are funded through the Director's office account. The training activities **that** are sponsored by the TAG are included in the Headquarters training budget,



Michel E. Lincoln
Acting Director